

North Carolina Security Breach Reporting Form
Pursuant to the Identity Theft Protection Act of 2005

*Indicated a mandatory field

*Name of the Company or Government Agency owning or licensing information affected by the entity experiencing breach:

LAW OFFICES OF MARK A. WARD

Entity Type: GENERAL BUSINESS
Address: 105 COMMERCE STREET
Apt/Suite/Building:
City: GREENVILLE
State: NC
Zip Code: 27858
Telephone: (252) 752-2529
Fax:
Email:

*Date Security breach Reporting Form Submitted: 04/02/2015
*Date the Security Breach was discovered: 03/10/2015
Breach Type: STOLEN LAPTOPS, COMPUTERS & EQUIP
*Estimated number of affected individuals: 1
*Estimated number of NC residents affected: 1

Name of company or government agency maintaining or possessing information that was the subject of the Security Breach, if the agency that experienced the Security Breach is not the same entity as the agency reporting the Security Breach (pursuant to N.C.G.S. 75-65(b))

Describe the circumstances surrounding the Security Breach: SEE ATTACHMENT A

Information Type: ACCOUNT #
CC/DC
DRIVER'S LICENSE
SSN

*Regarding information breached, if electronic, was the information protected in some manner: NO

If YES, please describe the

security measures
protecting the
information:

*Describe any measures taken to prevent a similar Security Breach from occurring in the future: SEE ATTACHMENT A

*Date affected NC residents were/will be notified: 04/01/2015

Describe the circumstances surrounding the delay in notifying affected NC residents pursuant to N.C.G.S. 75-65 (a) and (c): N/A

If the delay was pursuant to a request from law enforcement pursuant to N.C.G.S. 75-65(c), please attach or mail the written request or the contemporaneous memorandum.

How NC residents were/will be notified? (pursuant to N.C.G.S. 75-65 (e)):

WRITTEN NOTICE

Please note if the business demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000) or that the affected class of subject persons to be notified exceeds 500,000, or if the business does not have sufficient contact information or consent to satisfy subdivisions (1), (2) , or (3) of this subsection, for only those affected persons without sufficient contact information or consent, or if the business is unable to identify particular affected persons, for only those unidentifiable affected persons. Substitute notice shall consist of all the following:

- Email notice when the business has an electronic mail address for the subject persons
- Conspicuous posting of the notice on the Web site page of the business, if one is maintained
- Notification to major statewide media

Please attach a copy of the notice if in written form or a copy of any scripted notice if in telephonic form.

Contact Information Affiliation with entity experiencing breach: ATTORNEY

Organization Name: BROOKS PIERCE

Prefix: MR

*First Name: CHARLES

Middle Name:

*Last Name: MARSHALL

Suffix:

Title: PARTNER

Address: 150 FAYETTEVILLE STREET

Apt/Suite/building:

City: RALEIGH

State: NC Zip Code: 27601

*Telephone: (919) 839-0300 Fax:

Email: CMARSHALL@BROOKSPIERCE.COM

SEND OVERNIGHT DELIVERY

SAMPLE

April 1, 2015

Name
Address
City, State, Zip

Dear _____:

I am writing to inform you of an incident regarding missing files from my office that contain your personal information. I am committed to protecting your privacy, so please review the following information.

On or about March 10, 2015, we placed certain records in the U.S. Mail that included your social security number, driver's license, credit card numbers, and possibly a bank account number. Unfortunately, those records were not received by the intended authorized recipient. After conducting an investigation, we have been unable to locate the missing records but remain in contact with the U.S. Postal Service regarding this incident.

We have no knowledge that your personal information in the missing records has been accessed or compromised by a third party. Nevertheless, out of an abundance of caution and to protect your privacy, we are providing you with the following guidance to help protect your financial and other personal records.

Please review the enclosed information that will assist you in placing a free fraud alert on your credit report, obtaining a free copy of your credit report, and contacting applicable state and federal regulatory authorities for additional resources.

We regret any inconvenience this may cause you. If you have questions regarding this matter, please call (252) 752-7529 or e-mail us at mward@greenvillenclawyer.net.

Very truly yours,

Mark A. Ward

ADDITIONAL RESOURCES TO PROTECT AGAINST IDENTITY THEFT

Place a FREE fraud alert on your credit report. We recommend that you place a fraud alert on your credit report. A fraud alert is free of charge and easy to place. You may contact toll-free any one of the three major credit bureaus listed below and follow their simple instructions. As soon as one bureau confirms your report, the others are simultaneously notified on your behalf.

Equifax
P.O. Box 740256
Atlanta, GA 30374
2000
888-766-0008

Experian
475 Anton Blvd
Costa Mesa, CA 92626

888-397-3742

TransUnion LLC
P.O. Box 2000
Chester, PA 19022-

800-680-7289

Obtain a copy of your FREE credit report. You may also obtain a free copy of your credit report from each of the three major credit reporting bureaus once every 12 months by visiting <http://annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, Georgia 30348. It is recommended that you remain vigilant for incidents of fraud and identity theft by monitoring your free credit reports.

Monitor your credit reports and account statements. Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that consumers remain vigilant by monitoring credit reports and account statements periodically. Doing so can help consumers spot problems and address them quickly.

Notify law enforcement of any suspicious activity. Consumers should also promptly report any fraudulent activity or any suspected incidents of identity theft to the appropriate law enforcement authorities, state attorney general, and/or the FTC.

Additional resources to protect against identity theft.

- You can find additional information to help protect yourself from identity theft, including information about fraud alerts and security freezes, by contacting one of the three major credit bureaus listed above, or by visiting the FTC's website at www.ftc.gov/idtheft, by calling 1-877-ID-THEFT (1-877-438-4388), or by writing to the Federal Trade Commission, 600 Pennsylvania Ave., NW, Washington, DC 20580.
- You may also wish to review information provided by the North Carolina Attorney General at <http://www.ncdoj.gov>, by calling 877-566-7226, or by writing to the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699.

We sincerely regret that this unintentional accident occurred. We are committed to protecting your personal information, and we hope this information will be useful to you.